



ADMISSION APPLICATION FORM
FOR DIPLOMA AND CERTIFICATE COURSES
Academic Year 20 - -/20 - -

Note to the Applicant:

Please write in BLOCK LETTERS and submit completed application to the Registrar.

Surname: First Name: Middle Name/s

PROGRAMME APPLIED FOR: Please tick one as appropriate (✓);

Table with 2 columns: Programme Name and Selection Options (Certificate (1year) and Ordinary Diploma(2years)). Rows include Information System & Network Technology, Electrical Engineering, Electrical & Electronic Engineering, and Electronics & Telecommunication Engineering.

CHECKLIST

Please submit all the following items along with the application form; failure may lead to unnecessary delay or even rejection of your application. Please tick (✓) in the appropriate boxes to indicate items that have been attached.

- Three recent photographs of passport-size
Certified copies of Secondary School and School Leaving certificates ('O' level or equivalent)
Certified copies of Advanced Certificate of Secondary Education ('A' level or equivalent)
Certified copy of Birth Certificate/and copy of applicant's passport (for non Tanzanian)
Bank pay slip for Application Form Tshs. 10,000/=, and NACTE Verification Tshs. 20,000/=
Guarantee of sponsorship

Kindly note all documents must be presented in English and will not be returned to the candidate.

Upon completion, please send this form to
REGISTRAR
AL-MAKTOUM COLLEGE OF ENGINEERING AND TECHNOLOGY
P.O. BOX 33132 DAR ES SALAAM-TANZANIA
www.almaktoum.ac.tz

A. APPLICANT'S PARTICULAR

The name entered in this form must be the same as those appearing on relevant certificates.

Surname..... First Name Middle Name/s.....		Sex: Female <input type="checkbox"/> Male <input type="checkbox"/>
Citizenship: Country of Residence:	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others (please specify)	Date & Place of Birth
Telephone No:	E-mail Address:	Religion:
Postal & Residential Address: For correspondence (if different from the above)		
Special Talents (if any): Disability <input type="checkbox"/> Yes <input type="checkbox"/> No (if Yes)		

B. EDUCATION BACKGROUND*

i) 'O' Level / Secondary school or equivalent				ii) 'A' Level / Secondary school or equivalent				
Subject	Grades	Date	Index No.	Subject	Grades	Date	Index No.	
Index Number & Date of 'O' Level Exam				Index Number & Date of A Level Exam				
Examination Authority..... Division.....				Examination Authority..... Division.....				
Examination/Centre/School.....				Examination/Centre/School.....				
Country.....				Country.....				
Name of Primary School attended:								

*Please enclose certified copies of all certificates and transcript otherwise your application will be considered incomplete and therefore will not be processed.

iii) Any other Qualification than (Form IV/VI) or its equivalent, e.g. degree, Diploma or Certificate				
Name of School/ Institution	Subject	Grade	Index No.	Date Obtained

C. EMPLOYMENT RECORD (please use separate sheet if you need more space)

<i>Employer</i>	<i>Post Held and nature of work</i>	<i>Address, Phone/ fax</i>	<i>Date(s)</i>

D. FAMILY DETAILS



<i>Name of father/ Guardian/Spouse</i>		<i>Relation:</i>
<i>Telephone/Fax No:</i>	<i>E-mail Address:</i>	<i>Occupation</i>
<i>Permanent Address:</i> <i>For correspondence (if different from the above)</i>		

E. OTHER CONTACTS (CLOSE PERSONS/REFEREE)

<i>Name</i>		<i>Relation:</i>
<i>Telephone/Fax No:</i>	<i>E-mail Address:</i>	<i>Occupation</i>
<i>Permanent Address:</i> <i>For correspondence (if different from the above)</i>		

F. FEES PAYMENT RESPONSIBILITIES

It is the responsibility of the successful candidate to pay fees or arrange for fees payment from third party source.

<p><i>Who will be paying your fees and providing funds for living expenses?</i> <input type="checkbox"/> Self <input type="checkbox"/> Other. Please name your sponsor and his/her address. </p>
<p><i>Please attach a written guarantee statement from the financial sponsor that s/he will pay the college fees.</i></p>
<p><i>Note: The College will not be responsible for securing funds to finance the studies of any prospective student. This will be sore responsibility of the student during the entire study period.</i></p>

G. DECLARATION

<p><i>I hereby attest that I have personally filled this Application form. I declare that the information contained herein is complete and accurate to the best of my knowledge.</i></p> <p><i>I understand that withholding or giving false information will make me ineligible for admission and future enrolment, or may lead to prosecution.</i></p> <p><i>I further understand Al-Maktoum College strive to maintain its status as the centre of excellence in both academic and virtue and I am ready to support that in word and deeds. Upon getting admission I am ready to follow all Rules and Regulations set and reviewed by the College Authority as the need arises.</i></p> <p>Applicant's signature: _____ Date: _____</p>
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The information given in this form will be used for admission purposes only. Non-disclosure of details or provision of false information to any of the sections in this form if discovered shall render your registration null and void.

NB: Non-refundable application fee of Tshs. 10,000/= for Tanzanian Applicants and 10 USD for non Tanzanian Applicants, and Tshs 30,000/= for NACTE verification shall be paid to the College NBC Account, A/C Name: **Al-Maktoum College of Engineering, Account No. 049137000070.** Bank pay slip should be attached to this form

<i>For Office Use Only:</i>	<i>Application:</i>	<i>Application Form & NACTE Verification Payment</i>
	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete	<input type="checkbox"/> Paid 30,000/= <input type="checkbox"/> Paid 30,000/=
<i>Date Received:</i>		
<i>Admission:</i> <input type="checkbox"/> Offered <input type="checkbox"/> Not offered <input type="checkbox"/> For Consideration If not offered or left for consideration, Reasons: Any other remarks (if any):		<i>Ref. No. AMCET/ADMISSION/</i> <i>Verification of the Application</i> Signature: Date:

AL-MAKTOUM COLLEGE OF ENGINEERING AND TECHNOLOGY

A. Admission information/requirements

1. Registration for the programme will be from 17th September 2018 to 21st September 2018. The studies shall begin on 24th September 2018.
2. All candidates shall undergo Medical Examination. The duly filled form by a recognized medical officer of health should be submitted during registration.
3. All students are required to abide with the Students' By- Laws. The duly filled acceptance form should be submitted during registration.
4. You must be aware that the College does not offer sponsorship. Therefore, you are required to seek your own sponsorship. The College may facilitate accommodation arrangements to new students especially from the regions; therefore, they should register themselves with the Registrar's office for prior arrangements.
5. You will have to meet all transport expenses to and from your home.
6. REFUNDABLE CAUTION MONEY DEPOSIT
 - (a) You will be required to pay **Twenty Thousand Shillings (Tshs. 20,000)** as caution money, which will be refunded to the student upon completing his/her course programme if he/she is not involved in any loss, destruction or damage of the College's property.
 - (b) Where losses/damages exceed the stated amount, the caution money will be retained and the student will be required to pay for the difference.

7. IDENTITY CARDS

All selected candidates will be required to pay Tshs. 5000/= for an Identity Card.

NB: Replacement of a lost Identity Card will be done upon paying of **Ten Thousands Shillings (Tshs. 10,000)** to the Bursar on submission of a letter from the Police Station to confirm the loss.

B. CONDITIONS FOR REGISTRATION

- a) First year students must register themselves immediately during the registration week.
- b) Students are required to come for the registration with the following documents for verification by the Registrar's Office:
 - **Original Birth Certificate**
 - **Original Academic Transcripts or equivalent qualifications**
 - **Original Police Clearance Certificates for Non-Tanzanians**
 - **Filled Medical Examination Form**
 - **Filled Declaration Form**
 - **Bank Pay Slips for first installment of direct fees and full payment of indirect fees**
- c) No student should be allowed to postpone studies after the academic year has begun except under special circumstance (ill health, serious social problems). Permission to postpone studies shall be considered after producing satisfactory evidence of the reasons for postponement.

- d) Student arriving after two weeks after the academic semester has started will not be allowed to register.
- e) The College will not entertain any change of names during registration and the entire period of the course.
- f) Incomplete registration will result in all or any of the following:
 - Not being accepted for studies.
 - Termination from studies (for continuing students).
- g) Provisional admission will be given only on payment of registration fees.

C. COURSE REQUIREMENTS, COLLEGE FACILITIES AND CONDITIONS FOR USE

- a) Prompt and regular attendance will be a must.
- b) Students are advised to come with all necessary stationery e.g. exercise books, pens, drawing pens, calculators, laptops etc.
- c) Students are required to come with short sleeve White overcoats for the laboratories and Dark Blue overcoats and Pair of leather boots for the workshops. The coats are available at the College at the price of Tshs. 12,000/= each.
- d) Students are required to come with toolbox consisting of the following items per programme:

S/N	Tools	EE	EEEC	EC	ISNT
1	Soldering gun	√	√	√	√
2	Soldering wire	√	√	√	√
3	Multimeter	√	√	√	√
4	Bread board			√	
5	Gun stand			√	
6	PCB			√	
7	Set of screwdrivers	√	√	√	
8	Set of spanner	√	√		
9	Sucker	√	√	√	√
10	Computer Toolkit				√

Key: *EE – Electrical Engineering; EEEEC – Electrical and Electronics Engineering; EC – Electronics and Telecommunication Engineering; ISNT – Information System and Network Technology.*

- e) The College has Library facilities, Workshops, and Laboratories and the regulations will be adhered to.
- f) Medical treatment will be covered by the National Health Insurance Fund at the cost of Tshs. 50,400/= annually paid through the College NBC account. Students possessing NHIF cards will not be required to pay for it, but will be required to present a copy of the valid NHIF card during registration.

**A. PAYMENT OF FEES**

- a) The tables below summarize the fees, deposits and other charges for the 2018/2019 Academic Year. Amounts in the table are stated in Tanzanian shillings (TSH).
- b) **Tuition fees and other fees will be paid in two installments, the first before the beginning of the first semester, and the remaining amount before beginning the second semester of each Academic Year.**
- c) Students are required to pay the fees through any branch of NBC Bank, (A/C Name: **Al-Maktoum College of Engineering, Account No. 049137000070**) and bring the bank pay in slip to the College's accounts office and collect the College receipt from the accounts office.
- d) Admission becomes effective on full payment of required fees.
- e) Fees once paid, in full or in part, will not be refunded under any circumstances.
- f) Candidates must obtain and safely keep the official receipts of all payments and produce them when required by the office for any verification.
- g) However, even in special cases where payment by installment is allowed, no student shall be registered for the final examination at the end of the semester or awarded a certificate by the College unless he/she has fully paid the relevant dues.
- h) Fees are subject to review each Financial Year.
- i) All candidates will be required to meet all the cost for their Industrial Practical Training (IPT) at the end of the second semester of their studies.

FEE STRUCTURE FOR THE ACADEMIC YEAR 2018/2019

A. DIRECT COSTS

S/N	ITEMS	NTA 4	NTA 5	NTA 6
1	Tuition Fee	400,000	500,000	500,000
2	Registration Fee	20,000	20,000	-
3	Refundable Caution Money	20,000	20,000	-
4	Maintenance and Troubleshooting fee	5,000	5,000	5,000
4	Student's Identity Card	5,000	5,000	5,000
5	AMCET Examination Fee	105,000	105,000	110,000
6	Reference Library Book Development fee	20,000	20,000	20,000
7	Course Completion Certificate	10,000	10,000	10,000
8	Leaving Certificate	5,000	5,000	5,000
9	Transcripts	10,000	10,000	10,000
10	Award Certificate	10,000	10,000	10,000
11	NACTE Examination fee per year payable to NACTE	15,000	15,000	15,000
12	IPT module per year (only for IPT students)	25,000	25,000	-
13	Project fee payable only during the Final year	-	-	35,000
	TOTAL	650,000	750,000	725,000

B. INDIRECT COSTS

ITEMS	FEES (PER YEAR)
Medical Cover - NHIF	50,400
Prospectus	20,000
AMCET Students Organization (AMCETSO)	10,000
	80,400

C. HOSTEL FEES

ITEMS	FEES (PER YEAR)
Accommodation	400,000

BANKING DETAILS

Account Name: AL-MAKTOUM COLLEGE OF ENGINEERING
Account No.: 049137000070
NBC BANK